

PURCHASING

BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	6,152,200	6,873,013	6,831,149	7,608,480
Total Revenue	6,354,226	7,095,205	6,893,169	7,900,000
Total Revenue Over/(Under) Exp	202,026	222,192	62,020	291,520
Fixed Assets	26,307	30,507	27,721	54,196
Budgeted Staffing		34.0		35.0

Workload Indicators

Inter-Ofc Mail P/Up-Del	149,062	143,000	151,835	150,000
Inserting/Intel Insert	8,129,864	8,200,000	8,198,148	8,200,000
Folding/Tab-Label	13,171,527	12,600,000	12,133,771	13,000,000
BusRply/Postage Due	129,955	100,000	201,305	175,000
Mail Pieces Processed	13,687,253	13,500,000	14,106,854	14,300,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes in staffing reflect an additional 1.0 Mail Clerk II to accommodate anticipated workload increase.

PROGRAM CHANGES

Due to the county's continued expansion of offices and services required, it is necessary to expand the physical working area of the Central Mail Services. Included in this budget is a lease-purchase over seven (7) years of a modular unit with an approximate total cost of \$200,000. This expansion would include the modular unit and the electrical modifications required. The per year cost of this addition would be \$36,222. It has also been the recommendation of the last two (2) Grand Juries that Central Mail modify and expand the working environment to enable the addition of more mail courier routes, ensure safe working conditions, and allow for future expansion of county facilities.

In addition, there is an anticipated increase in postal charges of over 9% effective June 30, 2002. This will increase the reimbursable postage budget by \$600,000.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Purchasing - Central Mail Services			ACTIVITY: Mail & Courier Services		
FUND: Internal Service IAY PUR					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	962,687	982,493	1,011,968	84,032	1,096,000
Services and Supplies	5,818,938	5,827,267	6,416,552	-	6,416,552
Central Computer	3,296	2,787	5,509	-	5,509
Other Charges	2,637	2,637	2,637	27,703	30,340
Transfers	-	46,829	46,829	2,250	49,079
Total Appropriation	6,787,558	6,862,013	7,483,495	113,985	7,597,480
Depreciation	43,591	11,000	11,000	-	11,000
Total Operating Expense	6,831,149	6,873,013	7,494,495	113,985	7,608,480
<u>Revenue</u>					
Current Services	6,636,826	6,800,205	7,421,687	178,313	7,600,000
Other Revenue	256,343	295,000	295,000	5,000	300,000
Total Revenue	6,893,169	7,095,205	7,716,687	183,313	7,900,000
Revenue Over/(Under) Exp	62,020	222,192	222,192	69,328	291,520
<u>Fixed Asset Exp</u>					
Vehicles	17,214	20,000	20,000	-	20,000
Lease	10,507	10,507	10,507	23,689	34,196
Total Fixed Assets	27,721	30,507	30,507	23,689	54,196
Budgeted Staffing		34.0	34.0	1.00	35.0

PURCHASING

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>29,475</u>	MOU and retirement increases.
Services and Supplies	<u>589,285</u>	Inflation, risk management liabilities, and increase in postage rate of 9%.
Central Computer	<u>2,722</u>	
Revenue		
Current Services	<u>621,482</u>	Increase in mail services.
Total Operating Expense	621,482	
Total Revenue Change	621,482	
Total Revenue Over/(Under) Exp	-	
Total 2001-02 Operating Expense	6,873,013	
Total 2001-02 Revenue	7,095,205	
Total Revenue Over/(Under) Exp	222,192	
Total Base Budget Operating Exp	7,494,495	
Total Base Budget Revenue	7,716,687	
Total Base Rev Over/(Under) Exp	222,192	
Board Approved Changes to Base Budget		
Salaries and Benefits	<u>84,032</u>	Increase reflects change of 1.0 FTE and step increases.
Other Charges	<u>27,703</u>	Increase in other charges due to the addition of a new lease-purchase.
Transfers	<u>2,250</u>	Allocated contribution for purchase of department vehicle.
Total Operating Expense	<u>113,985</u>	
Revenue		
Current Services	<u>178,313</u>	Additional revenues anticipated due to the increase in the postal rates effective June 2002.
Other	<u>5,000</u>	Increase in revenue is based on additional services.
Total Revenue	<u>183,313</u>	
Total Rev Over/(Under) Exp	<u>69,328</u>	
Fixed Asset Exp		
Lease	<u>23,689</u>	Increase in amount due on principal payments due to the addition of a new lease-purchase.
	<u>23,689</u>	